

# Retention and Classification Report

**Agency:** Levan (Utah) (587)

Levan Town Hall  
20 North Main, P.O. Box 40  
Levan, UT 84639  
435 623-1959

**Records Officer** Elizabeth Hone

28326	Cemetery burial-transit permits
09669	Council minutes
28637	Ordinances
28650	Utilities payment record books

**AGENCY:** Levan (Utah)

**SERIES:** 28326

3

**TITLE:** Cemetery burial-transit permits

**DATES:** 1953-

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of human remains. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Many of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation for information on burials in the cemetery.

**AGENCY:** Levan (Utah)

**SERIES:** 28326

**TITLE:** Cemetery burial-transit permits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt.

This series contains a few death certificates, which are restricted for 50 years under Utah Code 26-2-22.

**AGENCY:** Levan (Utah)

**SERIES:** 9669

3

**TITLE:** Council minutes

**DATES:** 1906-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1906 through 1992. Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to

**AGENCY:** Levan (Utah)

**SERIES:** 9669

**TITLE:** Council minutes

(continued)

weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the business handled and the actions taken by the town board and city council.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28637

3

**TITLE:** Ordinances

**DATES:** 1915; 1975-1994

**ARRANGEMENT:** Chronological by publication date, thereunder numerical by chapter and section.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 01/14/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Levan (Utah)

**SERIES:** 28637

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the ordinances passed by the town council.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28650

3

**TITLE:** Utilities payment record books

**DATES:** 1929-1943

**ARRANGEMENT:** Chronological by payment date.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as representative documentation of the operation of municipal utilities in the early 20th century.

**PRIMARY CLASSIFICATION:**

Public